

## Customer Service / Sign Installation Assistant - Bondi Junction

The SHORTLISTER • Bondi Junction NSW 2022



Base pay

\$55,000 - \$65,000



Work type

Full Time



Contract type

Not provided

### Job details



Date posted

07 May 2021



Expired On

05 Jun 2021



Category

Trades & Services



Occupation

Customer Service



Base pay

\$55,000 - \$65,000



Work type

Full Time



Job mode

Permanent

### Full job description

A great role for someone who has some experience on the tools but enjoys an element of Customer Service and a Hands On role. Opportunity for Growth!

#### The Company:

One of Sydney's most active sign company has a very rare opportunity for a dynamic, friendly customer service professional who has experience on the tools and is eager to progress their career.

You will be joining a driven, collaborative team who are prepared to train the right individual with a willingness to learn.

Consistently delivering outstanding service coupled with high quality signage products has seen this well-managed business sustain organic growth and profitability despite uncertain times within the economy.

Located within the heart of the Eastern Suburbs, your primary objective will be to offer customer assistance, create quotes, measure on-site and assist with installations.

#### Who You Are:

You will describe yourself as a down to earth, fit person who is seeking a role that combines dealing with people through to the end result (installs).

You will thrive in a fast-paced but process driven environment where you play a pivotal role in the continued success and growth of the business. You will pride yourself on your ability to build rapport quickly with everyone whilst working with accuracy and friendliness.

Most importantly, you embrace an all-rounder role and genuinely enjoy a variety tasks where you can turn your hand at anything the business and your team requires.

**Working 8.00am to 4.30pm, your main areas of work will include:**

- Answering telephone enquiries
- Maintaining strong, positive customer relations with new and existing clients;
- Responding to emails;
- Creating quotes to client specifications;
- Manage the end to end quoting process (enquiries, install & invoicing);
- Monitor & Assist with signage installations to ensure deadlines are being met &
- Provide support to fellow team members as required.

**Training will be provided also!**

**To be considered for this great role you will have:**

- At least 1 years' experience in a role that entails using hand tools
- Experience in a Customer Service role
- Basic to Intermediate Computer skills
- The ability to manage a diverse customer base
- A friendly disposition and good presentation skills
- Be fit and healthy for a manual role
- Strong attention to detail &
- Excellent written and verbal communication skills.

If you satisfy the above criteria and are genuinely seeking a long-term role where you can grow and develop your skills, we encourage you to apply.

The SHORTLISTER is not an agency! We manage the application process for clients and ensure EVERY Candidate (you) is given an opportunity of being assessed for the role you are applying for.

Keep an eye out for our reply email into your inbox :-)